



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Analyst Trainee [Classified Non-Competitive]</b>			Salary <b>P95 \$45,521.43</b>
Posting Number <b>296-22</b>	Position Number <b>945174</b>	Number of Positions <b>1</b>	Posting Period * From: <b>03/24/2022</b> To: <b>04/07/2022</b>
Location: <b>FHS/WIC 55 North Willow St. 4th Floor Trenton, NJ 08625-0364</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of a supervisor, this position will be responsible for monitoring and analyzing data from the New Jersey Women, Infants, and Children (WIC) Vendor Unit utilizing various analytical software and Microsoft Office products. The selected candidate will be trained to conduct analysis on WIC authorized vendors including assessing store geographic distance, redemptions, and WIC participation.</p> <p>The successful candidate will work closely with the WIC Vendor Unit team to develop, implement and maintain a process that regularly analyzes gaps in WIC authorized vendor activities and provide solutions to enhance accessibility and usability of authorized WIC vendors by WIC participants.</p> <p>Knowledge of analytical software such as SAS, SPSS, R etc. and a geographic software such as ArcGIS is highly recommended for this position as well as excellent writing, oral, and written skills.</p> <p><b>ADVANCEMENT:</b> Appointees who successfully complete the 12-month training period will be eligible for advancement to one of the following titles under Civil Service Commission procedures: Fiscal Analyst; Operations Analyst; Procedures Analyst; Administrative Analyst 1; Examiner 1, Credentials; Property Management Services Specialist 1, Research Analyst 1, Report Examiner, Procurement Specialist 3 or Administrative Analyst 1, Information Systems.</p> <p>The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree in a discipline appropriate to the position.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTFHS@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Catherine Terrero, Senior Clerk Typist, Bilingual Family Health Services Reference Posting #296-22 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*